

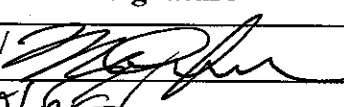
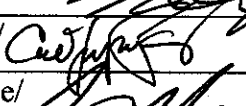
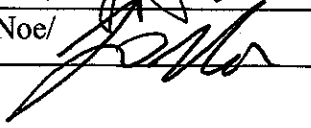
EM Facility Representative Group Operating Manual

Chapter: **FR-OM-06**

Title: **Training and Qualification Program**

Issue Date: 03/10/2006

Revision: 00

	Name/Signature	Date
Preparer:	Dean Jackson/ 	3-14-2006
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Approver:	T. D. Noe/ 	3/15/06

1.0 PURPOSE

The Purpose of this chapter is to establish the requirements applicable to training and qualifying an Oak Ridge Operations (ORO) Environmental Management (EM) Facility Representative (FR). This chapter will set the flow, templates, process, and responsibilities for training and qualification in accordance with the reference documents listed below as deemed applicable by ORO EM FR Management.

2.0 REFERENCES

2.1 DOE-STD-1063-2000, Facility Representatives

2.1.1 DOE-STD-1063-2005 Draft was taken into consideration when developing this procedure.

2.2 ORO Management System Description

2.3 AMEM Management Systems Description

2.4 EM-3.2, Facility Representative Program

Note: The ORO Facility Representative Manual has been left out of this list of references in preparation of its impending cancellation or total revision from the EM ORO list of documents that drive the implementation of the EM ORO Facility Representative program.

3.0 REQUIREMENTS

3.1 The EM ORO FR training and qualification program may contain all or part of the following training elements depending on the type of qualification being obtained. These elements are also depicted in Attachment A.

3.1.1 Core Training Level 1– General Technical Base Qualification

3.1.2 Core Training Level 2 – Facility Representative Functional Area Qualification

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- 3.1.3 ORO Specific – ORO EM Safety Basis Training and Qualification Program
- 3.1.4 Bechtel Jacobs Company (BJC) Specific, – BJC Company Level Performance Documents
- 3.1.5 BJC Specific – BJC Functional Level Performance Documents
 - 3.1.5.1. Interim Qualification (Initial or Delta Assignment) is achieved.
- 3.1.6 Site Specific – Facility Assigned Specific Documents and Processes
- 3.1.7 Continuing/Requalification Training
 - 3.1.7.1. The Initial, Delta, and Requalification process for an FR will generally follow the flow depicted above and in Attachment A. However, this flow can be altered at the discretion of the Technical Support and Assessment Division Director (TSADD) and the Facility Representative Team Lead (FRTL) on an as needed basis in order to provide oversight for EM facilities and projects. This deviation will be documented with a formal memo to the effected individual and a memo to file.
- 3.2 Types of Qualifications
 - 3.2.1 Interim Qualification
 - 3.2.1.1. This is the knowledge received by an FR candidate or FR when they complete the training entailed in steps 3.1.1 through 3.1.5. Completing the training entailed in these steps will qualify an FR candidate or FR to perform oversight activities for the facility/project to which they have been assigned until fully complete in the Initial or Delta qualification processes.

- 3.2.1.2. Completing the interim qualification process described above is only applicable to any facility/project that is covered by DE-AC05-98OR22700 "ORO EM Management and Integration Contract". Interim Qualification for any other contracted project or facility will be obtained as indicated on Attachment B "Assignment and Interim Qualification Form". Other than the examinations completed during the performance of steps 3.1.1 through 3.1.5, no special documentation is required for DE-AC05-98OR22700 projects or facilities.

3.2.2 Initial Qualification

- 3.2.2.1. This is the qualification process received by a new FR candidate who has never qualified as a Facility Representative anywhere in the DOE complex. The initial training for a new FR Candidate will entail the processes and documents contained in items 3.1.1 through 3.1.6.
- An FR who transfers to the EM FR program from another group should not have to requalify on any training elements that they have already been completed via the previous assignment. Only ORO EM elements and project/facility specific training will have to be completed.

3.2.3 Delta Qualification

- 3.2.3.1. This is the additional site specific qualification(s) obtained based on project/facility assignment(s) after or in addition to the FR's Initial assignment and qualification. A Delta qualification may also suffice for requalification if the FR is within his/her requalification window (see step 3.2.5).

3.2.4 Just-In-Time Qualification

- 3.2.4.1. This is the qualification obtained by an FR when they are assigned to a project/activity that is complex and hazardous but is expected to be short in duration, usually less than 12 months. A Just-In-Time (JIT) qualification does not require a written or oral examination. This type of qualification may count towards an FR's requalification status if the FR is within his/her requalification window.

3.2.5 Requalification

- 3.2.5.1. This is the process by which a currently qualified FR obtains reinforcement training on his/her current assignment or any new assignment he/she has not yet been trained. This may be an extension of his/her initial qualification or based a new assignment that requires a Delta or a JIT qualification. The periodicity for requalification should not exceed 36 months.

3.2.6 Interim Qualification Process

- 3.2.6.1. FR is formally assigned to a facility/project via verbal announcement followed up by a formal letter to the Training Development Group and a letter to file.
- 3.2.6.2. FR completes or has completed the training requirements for steps 3.1.1 through 3.1.5, or
- 3.2.6.3. FR completes the training specified on Attachment D "Assignment and Interim Qualification Form".
- 3.2.6.4. Attachment D is signed by the FR when completed.
- 3.2.6.5. Attachment D is signed by the FRTL when completed.
 - 3.2.6.5.1. Until the Interim Qualification process has been completed, the FR candidate is required to adhere to the Roles, Responsibilities, and Authorities identified in Attachment C. These Roles, Responsibilities and Authorities will also be communicated to the FR via formal letter issued by the FRTL upon official assignment to a facility(s) and/or project(s).
- 3.2.6.6. For new FRs, Interim Qualification shall be completed within 6 months of formal assignment.
 - 3.2.6.6.1. For incumbent FRs the interim qualification processes described in 3.1.4 and 3.1.5 must also be completed.

- 3.2.6.6.2. Completion of the training described in 3.1.4 and 3.1.5 is all the formal training and incumbent FR will need to relieve other FR due to vacation, sickness, or other temporary assignment.

3.3 Initial Qualification Processes

- 3.3.1 In addition to the steps in section 3.3, the following steps must be completed:
 - 3.3.1.1. The FRTL directs an On-The-Job Training (OJT) Guide/Qualification Standard to be developed for the assigned facility/project including objectives, knowledge standards, performance standards, and Qualification Card.
 - 3.3.1.2. The FRTL assigns, when possible, a mentor to the FR Candidate.
 - 3.3.1.2.1. This is documented via a formal memo to the identified mentor, FR candidate, and signed by the FRTL.
 - 3.3.1.2.2. A copy of the memo will be retained in the FR candidates training file.
 - 3.3.1.3. FR completes the performance requirements specified in their OJT Guide/Qualification Standard.
 - 3.3.1.4. FR completes the knowledge requirements specified in their OJT Guide/Qualification Standard.
 - 3.3.1.5. FRTL directs examination(s) to be developed based on the facility/project's applicable documentation (Safety Basis, Plans, Directives, procedures, NCSE, Permits, etc).
 - 3.3.1.6. FR completes the examination(s) associated with their assigned facility/project's applicable documentation (Safety Basis, Plans, Directives, procedures, NCSE, Permits, etc).
 - 3.3.1.7. FRTL directs the development of documentation in order to conduct an Oral Board Evaluation.
 - 3.3.1.8. FRTL assembles an Oral Board panel to evaluate the FR candidate through facility/project walkdown and oral questioning.

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- 3.3.1.9. FR completes Oral Board Evaluation for his/her assigned facility/project.
- 3.3.1.10. FRTL ensures the Oral Board Evaluation paperwork is completed and signed.
- 3.3.1.11. FRTL ensures Qualification Card is signed by himself and designated qualifying officials, TSADD, and Assistant Manager Environmental Management (AMEM). Initial qualification completion requires AMEM signature.
- 3.3.1.12. The following is a list of qualifying officials by title:
 - Assistant Manager for Environmental Management
 - Technical Support and Assessment Division Director
 - Facility Representative Team Leader
 - Safety Basis Team Senior Nuclear Safety Manager
 - ORO EM Safety Systems Oversight Engineers
 - ORO EM Subject Matter Experts
 - Designated Subcontracted Subject Matter Experts (Resume Must Be On File)
- 3.3.1.13. Initial Qualification shall be completed within 18 months of assignment to a facility(s) and/or project(s).

3.4 Delta Qualification Process

- 3.4.1 In addition to the steps in section 3.3 the following steps must be completed.
- 3.4.2 FRTL directs an On-The-Job training Guide/Qualification Standard to be developed for the assigned facility/project including objectives, knowledge standards, performance standards, and Qualification Card.
- 3.4.3 FR completes the performance requirements specified in his/her OJT Guide.
- 3.4.4 FR completes the knowledge requirements specified in his/her OJT Guide.
- 3.4.5 FRTL directs an examination(s) to be developed based on the facility/project's applicable documentation (Safety Basis, Plans, Directives, procedures, NCSE, Permits, etc).

- 3.4.6 FR completes the examination(s) associated with their assigned facility/project's applicable documentation (Safety Basis, Plans, Directives, procedures, NCSE, Permits, etc).
- 3.4.7 Oral Boards are not required for Delta Qualifications but may be developed and conducted at the discretion of the FRTL and the TSADD.
 - 3.4.7.1 Complete steps 3.3.1.7 through 3.3.1.10 and 3.9.1 through 3.2.20 for the development and conduct of Oral Boards.
- 3.4.8 FRTL ensures Qualification Card is signed by himself and designated qualifying officials, and TSADD. Delta qualification completion requires TSADD signature.
- 3.4.9 Delta Qualifications shall be completed within 12 months of assignment.
- 3.5 Just-In-Time (JIT) Qualification Process
 - 3.5.1 JIT qualification should be utilized for short term projects that will typically not exceed 12 months in duration.
 - 3.5.2 Due to the short term nature of JIT qualifications, it is normally not possible to adhere to the same rigor of development as Initial or Delta qualifications. By the time full training and examinations are developed and completed the project may be over.
 - 3.5.3 JIT qualifications will entail the following steps:
 - 3.5.3.1 The FRTL directs an On-The-Job training Guide/Qualification Standard to be developed for the assigned facility/project including objectives, knowledge standards, performance standards, and Qualification Card.
 - 3.5.3.2 FR completes the performance requirements specified in their OJT Guide.
 - 3.5.3.3 FR completes the knowledge requirements specified in their OJT Guide.
 - If available and applicable the FR will complete any training offered by the contractor to their employees in preparation for this work. This will be documented in the OJT Guide/Qualification Standard.
 - 3.5.4 Examinations **ARE NOT** required for JIT qualification. However, if directed by the TSADD or FRTL, one can be developed.

3.5.5 FRTL ensures qualification card is signed by himself, designated qualifying officials, and TSADD. JIT completion requires TSADD signature.

- This type of qualification may count towards an FR's requalification status if the FR is within his/her requalification window.

3.5.6 JIT qualifications shall be completed as soon as possible upon notification that one is required. Preferably, they should be completed prior to any scheduled Operational Readiness Review (ORR) or Readiness Assessment (RA).

3.6 Requalification Process

3.6.1 FRTL directs the development of requalification training when an FR is approaching his/her requalification date (36 months from Initial qualification or last Delta qualification) and requires additional training to maintain a highly skilled and qualified status.

3.6.2 If, for any reason, the 36 month period for requalification is exceeded, an extension for requalification will be explained, documented and approved using Attachment B.

3.6.3 Complete steps identified in section 3.4.

3.7 Conduct of OJT

3.7.1 The development of OJT guides should follow the form and format associated with Attachment E.

3.7.2 Applicable EM personnel and the FR should adhere to the specific conduct and direction information specified in the project/facility specific OJT guide. The direction and conduct information is usually consistent from one OJT guide to the next; however, some differences may surface based on the complexities and hazards associated with the assignment.

3.8 Conduct of Examinations

3.8.1 The development of examinations should follow the form and format associated with Attachment F.

3.8.2 The FRTL and FR should adhere to the specific conduct and direction information specified in the examination bank and examination version covers.

3.9 Conduct of Oral Boards/ Oral Evaluation

- 3.9.1** The development of oral board evaluation should follow the form and format associated with Attachment G.
- 3.9.2** Applicable EM personnel and the FR should adhere to the specific conduct and direction information specified in the project/facility specific Oral Board Evaluation documentation. The direction and conduct information is usually consistent from one Oral Board Evaluation document to the next however, some differences may surface based on the complexities and hazards associated with the assignment.

3.10 Proficiency Requirements

- 3.10.1** An FR assigned to a project/facility should walk his/her spaces as frequently as possible to maintain a high level of awareness of changing conditions. An FR should walk his/her spaces three times a week at a minimum.
- 3.10.2** An FR should attend the project/facility specific Plan of the Day, briefings, and training sessions as often as possible to maintain his/her knowledge of the work being performed and the hazards encountered.
- 3.10.3** An FR should review the project/facility specific work packages, procedures, Activity Hazard Assessments (AHA), Unreviewed Safety Question Determination (USQD), and Safety Basis as often as possible to stay current on changes made to facility documentation.
- 3.10.4** The FRTL and the TSADD should minimize special assignments and projects that keep an FR from performing his/her proficiency requirements.
- 3.10.5** Any FR who has been on leave, out sick, or temporarily reassigned for a period greater than six months, shall be evaluated by the FRTL and either undergo some level of refresher training or be assigned back to his/her project/facility.
 - 3.10.5.1.** If the project/facility is no longer active and has been completed, then the FRTL and TSADD should reassign the FR.
 - 3.10.5.2.** The level of refresher training shall be stipulated in a letter to file and signed by both the FRTL and FR when completed.

- 3.10.5.3. Refresher training can consist of any number of activities including required reading, performance actions, formal training and evaluations. This is left solely to the discretion of the FRTL and TSADD.

3.11 Continuing Training Program

- 3.11.1 The FRTL and TSADD should create a continuing training plan that designates the classes, courses, computer based training, seminars, or workshops that will be targeted for the next 18 months.
- 3.11.2 If any of the classes, courses, computer based training, seminars, or workshops requires funding above allocated or available funds, then the additional funds should be requested through the proper channels at the time of the plan approval.
- 3.11.3 Training that is denied due to a lack of funds should be noted and attached to the current continuing training plan and reconsidered during the development of the next training plan.
- 3.11.4 A sampling of FRs should be polled prior to the development of a training plan to obtain a bin list of training topics they would like to have included supporting their assigned duties.

4.0 RESPONSIBILITIES

4.1 Assistant Manager Environmental Management (AMEM)

- 4.1.1 Support the FR program in obtaining funding to attend needed and requested training.
- 4.1.2 Provide the final approval signature for FR candidates who complete initial qualification training requirements to become a FR.

4.2 Technical Support and Assessment Division Director (TSADD)

- 4.2.1 Support the FRTL in the assignment/reassignment of an FR.
- 4.2.2 Support the FRTL in the development of a continuing training plan.
- 4.2.3 Support the FRTL in determining refresher training requirements for an FR who has not maintained his/her proficiency requirements.
- 4.2.4 Provide the final approval signature for an FR who completes Delta qualification and JIT training requirements.

4.3 Facility Representative Team Leader (FRTL)

4.3.1 Administers the FR program.

4.3.2 Assigns personnel (EM and available subcontractors) to assist with the administration of the training and qualification program.

4.4 Facility Representative (FR)

4.4.1 Complete his/her assigned training when requested.

4.4.2 Assists with the assemblage of documents specific to the projects/facilities to which he/she is assigned.

4.4.3 Acts as a mentor to a newly assigned FR until he/she is qualified.

4.4.4 Abides by the codes of conduct specified in his/her training documents.

5.0 DEFINITIONS

5.1 None

6.0 ATTACHMENTS

6.1 Attachment "A" *Training and Qualification Process Flow*

6.2 Attachment "B" *Requalification Extension and Approval Form*

6.3 Attachment "C" *Roles, Responsibilities, and Authorities*

6.4 Attachment "D" *Assignment and Interim Qualification Form*

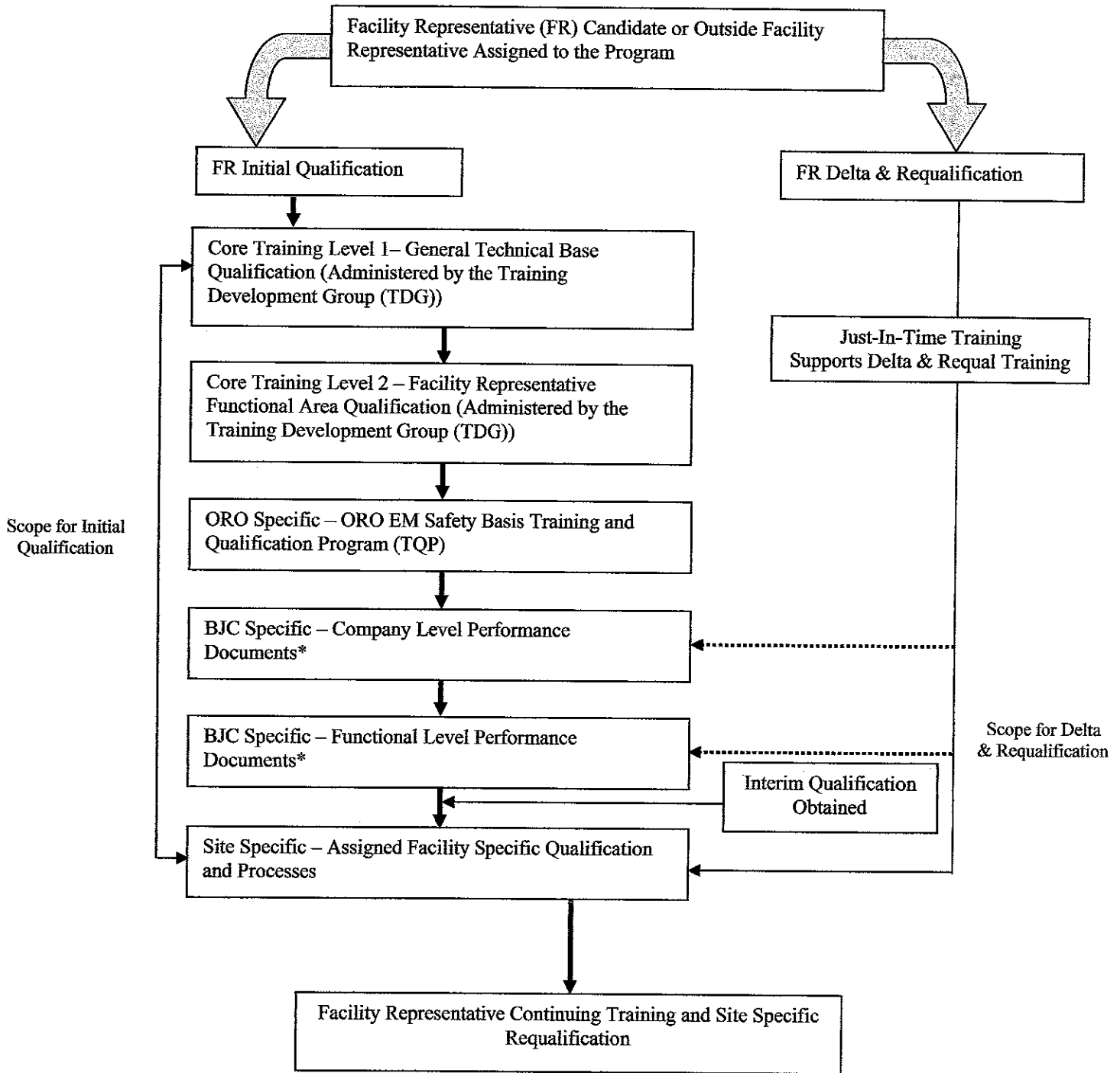
6.5 Attachment "E" *On-The-Job Training and Qualification Guide Template*

6.6 Attachment "F" *Examination Bank and Version Template*

6.7 Attachment "G" *Oral Board Template*

Attachment A

Training and Qualification Process Flow



* Revisions to BJC Company and Functional Level Documents are covered in the FRs requalification program.

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Attachment B

Requalification Extension and Approval Form

Requalification Extension and Approval		
Facility Representative: _____		
Qualification Area: _____		
Missed Requalification Date: _____		
New Requalification Date _____		
Reason for Extension: _____ _____ _____ _____		
Recovery Plan: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		
Concurrence and Approval:		
Prepared By:	_____	_____
	Print Name and Sign	Date
FR Concurrence:	_____	_____
	Print Name and Sign	Date
FRTL Concurrence:	_____	_____
	Print Name and Sign	Date
TSAD Approval:	_____	_____
	Print Name and Sign	Date

Attachment C

ORO EM Candidate and Interim Qualified Facility Representative Roles, Responsibilities, and Authorities

The following describes the duties and responsibilities normally expected of a Facility Representative Candidate (FRC) and Interim Qualified Facility Representative (IQFR). The FRC or IQFR shall work with the Facility Representative Team Lead (FRTL) to tailor these responsibilities in accordance with DOE-STD-1063-2000 to reflect the current conditions and operations of the assigned facility(s) and/or program(s). The FRC or IQFR duties include, but may not be limited to:

- Maintaining frequent communication with DOE field element supervision;
- Ensuring that DOE line management is cognizant of current facility conditions;
- Spending the majority of their time in the assigned facility(s) reviewing:
 - Related Safety Documentation (DSAs, TSRs, AHAs, PHAs, etc.) within the first 3 months after assignment
 - Facility Layout and Boundaries
 - Operating procedures
 - Operating organizational structure (Org Charts, Org Plans etc.)
 - Key process control personnel
- Being aware of major work in progress and in planning;
- Being available to help respond to facility events;
- Knowing which personnel are controlling the work, what procedures are to be used, and whether training and qualification requirements have been established and are being met;
- Verifying whether work activities are being performed safely, based on periodic observations and spot-check reviews of frequency commensurate with the hazard and difficulty of the work;
- Being in a position to provide information to DOE line management independent of programmatic responsibilities (i.e. FRCs do not perform programmatic functions for their assigned facility(s));
- Observing, evaluating, and reporting on the effectiveness of the operating contractor in multiple areas important to safe, efficient, and productive operations, such as operational performance, quality assurance, management controls, emergency response readiness activities, and assurance of worker health and safety;
- Evaluating the overall effectiveness of the operating contractor in implementing corrective actions to deficiencies identified by facility reviews; and
- Varying day-to-day presence in assigned facilities to show a degree of unpredictability and spontaneity.

Authorities:

The FRC and IQFR shall have the following authorities:

- Stop Work Authority;
- Report directly to line management on performance of the facility
- Interact directly with the contractor and its representatives

Limitations:

- The FRC can not approve final occurrence reports until fully qualified. They must seek the assistance of the FRTL or other qualified Facility Representative;

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Attachment D

On-The-Job Training and Qualification Guide

Assignment and Interim Qualification Form

Date: _____

Facility Representative: _____

Project/Facility Assigned: _____

Required Reading List:

Doc Number	Title	Rev	Complete (Initials)

Performance Actions

	Performance Activity	Complete (Initials)
1.		
2.		

Required Training

	Training Title	* Complete (Initials)
1.		
2.		

Completion Signatures:

Facility Representative _____ **Date:** _____

Facility Representative Team Leader _____ **Date:** _____

* Whenever possible completed training should be support by a completed attendance sheet.

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Attachment E

On-The-Job Training and Qualification Guide

Oak Ridge Operations Office of Environmental Management Facility Representatives Training and Qualification Program		
On-The-Job Training Guide and Qualification Standard		
DOCUMENT NUMBER	?????	REVISION #: 000
*PROJECT/ACTIVITY TITLE	?????	

* Based on the Project and Activities on the EM Facility/Activity Rankings and Assignment Matrix.

QUALIFICATION TYPE:	<input type="checkbox"/> Initial Qualification	<input type="checkbox"/> Requalification	ESTIMATED TRAINING TIME:	Hours	??
	<input type="checkbox"/> Just-In-Time	<input type="checkbox"/> Delta Qualification		Days	??
SITE		METHOD OF TRAINING:		METHOD OF EVALUATION:	
<input type="checkbox"/> ETPP	<input type="checkbox"/> ORNL	<input type="checkbox"/> Y-12	<input type="checkbox"/> Perform	<input type="checkbox"/> Observe	<input type="checkbox"/> Written Exam
			<input type="checkbox"/> Simulate	<input type="checkbox"/> Required Reading	<input type="checkbox"/> Oral Board
					<input type="checkbox"/> Self-Sign
					<input type="checkbox"/> Interviews
Facility(s)/Project(s):		???????			

Prepared by:	IT Review:	Fac. Rep. Review:
Name	Name	Name
Organization/Title	Organization/Title	Organization/Title
Date	Date	Date

SME Review:	SME Review:	SME Review:
SME Name	SME Name	SME Name
Organization/Title	Organization/Title	Organization/Title
Date	Date	Date

Recommended by:	Approved by:
Tim Noe	Dale Jackson
Facility Representatives Team Leader (FRTL)	Technical Support and Assessment Division Director (TS&ADD)
Date	Date

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On-The-Job Training and Qualification Guide

ON-THE-JOB TRAINING GUIDE

DOCUMENT NUMBER	????	REVISION #:	???
PROJECT/ACTIVITY TITLE	????		

1 PREREQUISITE TRAINING AND QUALIFICATION(S)

1.1 Education and Experience

-

1.2 Clearance and Facility Representative General Qualifications

-

1.3 Site Specific, Entry Level Requirements & DOE ORO Required Training

-

1.4 BJC Company and Functional Training Requirements

-

2 DOE ORDERS, STANDARDS, GUIDES AND FEDERAL REGULATIONS

2.1 Previously Credited Orders, Standards, Guides, and Federal Regulations

- Attachment "A" ?????

2.2 Orders, Standards, Guides, and Federal Regulations Covered In This Standard

- Attachment "B" ?????

3 PROJECT/ACTIVITY SPECIFIC DOCUMENTS

3.1 Site Specific General Documents

Document Number	Document Title	Rev#	Rev Date
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-

3.2 Facility/Project Specific Safety Basis Documents

Document Number	Document Title	Rev#	Rev Date
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On-The-Job Training and Qualification Guide

ON-THE-JOB TRAINING GUIDE

DOCUMENT NUMBER	????	REVISION #:	???
PROJECT/ACTIVITY TITLE	????		

3.3 Facility/Project Specific Plans and Program Procedures

Document Number	Document Title	Rev#	Rev Date
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3.4 Facility/Project Specific Operating Procedures

Document Number	Document Title	Rev#	Rev Date
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•

3.5 Facility/Project Specific Maintenance Procedures

Document Number	Document Title	Rev#	Rev Date
-----------------	----------------	------	----------

•

3.6 Facility/Project Specific Nuclear Criticality Safety Documents

Document Number	Document Title	Rev#	Rev Date
-----------------	----------------	------	----------

•

3.7 Facility/Project Specific Regulatory Requirements (Permits, CFRs, NFPA, ANSI, ASME, etc..)

Document Number	Document Title	Rev#	Rev Date
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4 GENERAL GUIDANCE

4.1	The Terminal Objectives in section 5 are topical areas that must be covered by the Facility Representative Training Candidate (FRTC). Once the content of the Terminal Objective has been satisfied, then the corresponding sign-off on the attached Qualification Card is completed by the designated Qualifying Official or the Facility Representatives Team Leader (FRTL).
4.2	The scope of the terminal objectives are covered in the corresponding Enabling Objectives. Completion of an Enabling Objective is accomplished by satisfying the knowledge/reading assignments (Section 6) and/or performance standard (Section 7).

Attachment E (Continued)**On-The-Job Training and Qualification Guide****ON-THE-JOB TRAINING GUIDE**

DOCUMENT NUMBER	????	REVISION #:	???
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4.3	The knowledge requirements (Section 6) are obtained by reading and understanding the target documents. They are not required to be committed to memory, however, they should be familiar enough to the FRTC in order to navigate them in the event an oral or written examination question is asked and the document is needed to answer the question.
4.4	Listed knowledge and skills requirements that have been satisfied via previous training and/or qualification activities can be signed off as completed and omitted from the final written examination. The qualifying official should annotate on the Qualification Card next to their printed name the word "Exempt" if this is the case. The individual preparing the final examination shall then omit any questions from the examination dealing with this topic.
4.5	The performance activities (Section 7) must be completed by the FRTC to support the knowledge obtained from Section 6. These performance activities will help the FRTC to understand the scope of operations for the subject project or activity. It is the responsibility of the FRTC taking this training to document the completion of the performance activities. Initialing the completion of these activities signifies that the candidate takes accountability for completing the activity as stated in the "Observable Performance Standard."
4.6	Attachments "??" represent all of the documents that have been covered via other training standards, courses, and programs.
4.7	A comprehensive written examination must be completed before the Qualification Card can be signed-off by the TS&ADD. The written examination is developed using the documentation referenced in this OJT-Guide. The written examination is typically an open book examination that should be completed in a prescribed time period. The references required to complete examination will be provided to the FRTC prior to the examination and should not contain any markings or highlights other than those normally appearing on the document. Written examinations are not required for Just-In-Time Training.
4.8	Attachment "??" is the Qualification Card that is signed-off as the FRTC completes the prescribed knowledge and performance activities. The card is also signed-off by designated qualifying official(s) or the FRTL as applicable. The qualifying official(s) signs the card signifying that the FRTC has completed the identified knowledge and performance activities. Once the Qualification Card is completed it is then detached and copied with the copy being given to the FRTC and the original being maintained by the FRTL in an auditable file.

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DOCUMENT NUMBER	????	REVISION #:	???
PROJECT/ACTIVITY TITLE	????		

5 OBJECTIVES

Terminal Objective(s)	
1.0	

Enabling Objective(s)	
1.1	
1.2	
1.3	
1.4	
1.5	

6 TRAINING TOPICS AND KNOWLEDGE

6.1

Training Candidate:		Date:	
----------------------------	--	--------------	--

Knowledge Categories and Topics Imparted:	Obtain a working level knowledge of the listed topics by reviewing the following documents:	FR INITIALS
1. Site Specific General Documents	<ul style="list-style-type: none"> 	
2. Facility/Project Specific Safety Basis Documents	<ul style="list-style-type: none"> 	
3. Facility/Project Specific Plans and Program Procedures	<ul style="list-style-type: none"> 	

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Attachment E (Continued)

On-The-Job Training and Qualification Guide

ON-THE-JOB TRAINING GUIDE

DOCUMENT NUMBER	????	REVISION #:	???
PROJECT/ACTIVITY TITLE	????		

Training Candidate:		Date:	
----------------------------	--	--------------	--

Knowledge Categories and Topics Imparted:	Obtain a working level knowledge of the listed topics by reviewing the following documents:	FR INITIALS
4. Facility/Project Specific Operating Procedures	•	
5. Facility/Project Specific Maintenance Procedures	•	
6. Facility/Project Specific Nuclear Criticality Safety Documents	•	
7. Facility/Project Specific Regulatory Requirements	•	

7 TRAINING PERFORMANCE ACTIVITIES AND STANDARDS

Training Candidate:		Date:	
----------------------------	--	--------------	--

Topic/Title		Safety Systems		
TASK STEP NO.	PERFORM/ SIMULATE /OBSERVE	STEP (ACTIVITY DESCRIPTION)	OBSERVABLE PERFORMANCE STANDARD	FR INITIALS
1.	P	Safety Systems	• Walked down the facility(s) Safety Systems to understand locations and protection boundaries.	

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On-The-Job Training and Qualification Guide

ON-THE-JOB TRAINING GUIDE

DOCUMENT NUMBER	????	REVISION #:	???
PROJECT/ACTIVITY TITLE	????		

Training Candidate:		Date:	
----------------------------	--	--------------	--

Topic/Title		Safety Systems		
TASK STEP NO.	PERFORM/ SIMULATE /OBSERVE	STEP (ACTIVITY DESCRIPTION)	OBSERVABLE PERFORMANCE STANDARD	FR INITIALS
2.	P/O	Safety System Surveillance and Test	<ul style="list-style-type: none"> Reviewed the tests of or the completed work packages for Safety System Surveillances and Tests. 	
3.	P	Interview Safety System Engineer(s)	<ul style="list-style-type: none"> Interviewed Safety System Engineers to understand the operation, maintenance, and testing requirements of the Safety Systems. 	

Topic/Title		Fissile Material Storage		
TASK STEP NO.	PERFORM/ SIMULATE /OBSERVE	STEP (ACTIVITY DESCRIPTION)	OBSERVABLE PERFORMANCE STANDARD	FR INITIALS
4.	P	Fissile Material Storage Arrays	<ul style="list-style-type: none"> Reviewed the projects fissile material storage array locations to understand established control and monitor storage practices. 	

Topic/Title		Emergency Management/Preparedness		
TASK STEP NO.	PERFORM/ SIMULATE /OBSERVE	STEP (ACTIVITY DESCRIPTION)	OBSERVABLE PERFORMANCE STANDARD	FR INITIALS
5.	P	Emergency Drill	<ul style="list-style-type: none"> Participated in at least one facility Emergency Drill in the past six months. 	

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On-The-Job Training and Qualification Guide

ON-THE-JOB TRAINING GUIDE

DOCUMENT NUMBER	????	REVISION #:	???
PROJECT/ACTIVITY TITLE	????		

Attachment A

Previously Credited Orders, Standards, Guides, and Federal Regulations

•

.....Template Section Break.....

Attachment B

Orders, Standards, Guides, and Federal Regulations Covered In This Standard

•

.....Template Section Break.....

Attachment C

QUALIFICATION CARD

1 PREREQUISITE TRAINING AND QUALIFICATION(S)

Verified By

Print Name

Signature

Date

2 BJC COMPANY LEVEL PERFORMANCE DOCUMENTS SELF-STUDY & EXAMINATION

Verified By

Print Name

Signature

Date

3 BJC COMPANY LEVEL PERFORMANCE DOCUMENTS SELF-STUDY & EXAMINATION

Verified By

Print Name

Signature

Date

4 COMPLETE STUDY OF AREA AND PROJECT SPECIFIC DOCUMENTS

Verified By

Print Name

Signature

Date

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On-The-Job Training and Qualification Guide

ON-THE-JOB TRAINING GUIDE

DOCUMENT NUMBER	????	REVISION #:	???
*PROJECT/ACTIVITY TITLE	????		

Attachment C

QUALIFICATION CARD

5 COMPLETE REVIEW OF PROJECT ACTIVE SAFETY SYSTEMS

Verified By

Print Name

Signature

Date

6 COMPLETED REVIEW OF FISSILE MATERIAL STORAGE AREAS

Verified By

Print Name

Signature

Date

7 COMPLETE REVIEW OF PROJECT EMERGENCY MANAGEMENT PROGRAM

Verified By

Print Name

Signature

Date

8 COMPLETED COMPREHENSIVE WRITTEN EXAMINATION

Verified By

Print Name

Signature

Date

9 COMPLETED ORAL EVALUATION OR ORAL BOARD

Verified By

Print Name

Signature

Date

I certify that _____ meets all necessary selection and training requirements and has therefore requalified as a Facility Representative for the _____

Approved By

Dale Jackson

Technical Support and Assessment
Division Director (TS&ADD)

Signature

Date

This qualification card shall stay attached or with the OJT Guide until it is completed. Once the final approval signature is obtained the Qualification Card should then be detached from the OJT Guide. The original signed copy of this Qualification Card shall be maintained in the candidates official training completion file with a copy being given to the candidate.

Attachment F

Examination Bank and Version Template

Examination Bank Template



CONFIDENTIAL

**Examination and Evaluation
Question and Answer Bank**

Facility Representative Training and Qualification Program

Course/Module Number: EM-ORO-ETTP-WM-002

Course/Module Title: ETTP TSCAI and UF6 Cylinder Storage

Developed By

Instructor/Developer: _____
Name Print/Signature _____ Date _____

Reviewed By

Instructional Technologist: _____
Name Print/Signature _____ Date _____

**Facility Representative
Team Leader:** _____
Name Print/Signature _____ Date _____

Approved By

**Technical Support and
Assessment Division
Director:** _____
Name Print/Signature _____ Date _____



Prepared By:
EI Review and Company

EM Facility Representative Group Operating Manual

Chapter: **FR-OM-06**

Title: **Training and Qualification Program**

Issue Date: 03/10/2006

Revision: 00

Attachment F (Continued)

Examination Bank and Version Template

Examination Bank Template



Course/Module Number: EM-ORO-ETTP-WM-002

Course/Module Title: ETTP TSCA and UF6 Cylinder Storage

Objective Number: EM-ORO-ETTP-WM-002-01.01

Objective: Explain the various BJC requirements for operating and maintaining the East Tennessee Technology Park

1. Point Value: 2 Question Type: Multiple Choice

What is the maximum size for exterior signs on ETTP buildings, according to the BJC directive on ETTP Signage and Postings?

- A. 2 feet by 4 feet
- B. 3 feet by 5 feet
- C. 4 feet by 6 feet
- D. 5 feet by 7 feet

Correct Answer:

- B. 3 feet by 5 feet

Source Document Number: ETTP-1001 (Directive 450-1)

Page Number: Page 3

Source Document Title: ETTP Signage and Postings

Revision: 0

Note: For more examples of Examination Bank question content and question types review the Exam Bank Database and completed Exam Banks in the training records history file.



Prepared By:
EI Review and Company

Wednesday, February 15, 20

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Attachment F (Continued)

Examination Bank and Version Template

Examination Version Template



Course/Module Number: EM-ORO-ETTP-WM-002

Course/Module Title: ETTP TSCAI and UF6 Cylinder Storage

Examination Parameters

Open Book or Closed Book

☐☐

Passing Criteria: _____ %

Time Allotted: _____ hrs.

Materials Required: _____

Total Points: _____

Examination Guidelines

This examination consists of a total of _____ questions, for a total available cumulative score of _____ points. A Passing grade consists of a minimum of 80% of the total cumulative points available. In order to assist you in taking the examination, point scores for each question are indicated to the top left of the question number. You will have the identified time allotted (indicated above) to take this test. The test MUST be taken in pencil. Please make complete erasures of any corrections to any questions, illegible answers, or multiple answers where not requested will be counted as a missed question and deducted from the final score. If you have any questions while taking the examination please consult the instructor/developer proctoring the examination. Notes and materials may only be used with the permission of the Facility Representative Group Leader as approved for this examination. Individual notes, papers, or other materials WILL NOT be allowed in the room during the test. If this is an Open Book examination then the Open Book materials can not be highlighted or marked in any way. Grading will be based on partial credit where possible. Please take the time to answer each question fully and completely. Check over your test prior to submittal to the proctor as unattempted questions will be counted as incorrect and deducted from the final score. Read each question carefully and thoroughly. If you need additional room to answer a question, please do so on the reverse of that page and make a note of "OVER" or some similar annotation to indicate that additional answer material is included.

Trainee Acknowledgement: _____

Print Name/Signature

Date

Examiners Use Only (To be completed after the trainee has completed the exam)

I acknowledge that the signature above is that of the employee who took this examination and that the entire examination has been reviewed with the employee. In case the trainee needs remediation, the trainee has been notified.

Proctor/Instructor: _____

Print Name/Signature

Date

Score: _____ %

Remediation Required: Yes ☐ No ☐

Trainee: _____

Print Name/Signature

Date

Attachment F (Continued)

Examination Bank and Version Template

Examination Version Template

CONFIDENTIAL

Course/Module Number: EM-ORO-ETTP-WM-002

Course/Module Title: ETTP TSCAI and UF6 Cylinder Storage

1. Point Value: 2 Objective Number: EM-ORO-ETTP-WM-002-01.01

What is the maximum size for exterior signs on ETTP buildings, according to the BJC directive on ETTP Signage and Postings?

- A. 2 feet by 4 feet
 - B. 3 feet by 5 feet
 - C. 4 feet by 6 feet
 - D. 5 feet by 7 feet
-

2. Point Value: 2 Objective Number: EM-ORO-ETTP-WM-002-01.01

What is the maximum size for interior signs on ETTP buildings, according to the BJC directive on ETTP Signage and Postings?

- A. 2 feet by 4 feet
 - B. 3 feet by 5 feet
 - C. 4 feet by 6 feet
 - D. 5 feet by 7 feet
-

Wednesday, February 15, 2006

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Note: For more examples of Examination version question content and question types review the Examination Bank Database and completed examination versions in the training records history file.

EM Facility Representative Group Operating Manual

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Attachment G

Oral Boards Template

Oak Ridge Operations Office of Environmental Management Facility Representatives Training and Qualification Program			
ORAL BOARD OR ORAL WALKDOWN DOCUMENTATION			
DOCUMENT NUMBER	EM-ORO-ETTP-WM-001	REVISION #:	00
*PROJECT/ACTIVITY TITLE	East Tennessee Technology Park Waste Management		

* Based on the Project and Activities on the EM Facility/Activity Rankings report.

SITE		METHOD OF EVALUATION:	
ETTP <input checked="" type="checkbox"/>	ORNL <input type="checkbox"/>	ORAL BOARD <input checked="" type="checkbox"/>	
Y-12 <input type="checkbox"/>		ORAL WALKDOWN <input type="checkbox"/>	
<input type="checkbox"/> Oral Board Chairman Copy		<input type="checkbox"/> Oral Board Member Copy	
CONTENT DEVELOPMENT AND APPROVAL:			
Prepared by: _____	Instructional Review: _____	Reviewed by: _____	Fac. Rep.: _____
SME Name Organization/Title	SME Name Organization/Title	FR Name	
Date	Date	Date	

Recommended by: _____ Tim Noe Facility Representatives Team Leader (FRTL) Date _____	Approved by: _____ Dale Jackson Technical Support and Assessment Division Director (TS&ADD) Date _____
ORAL BOARD MEMBERS: Oral Board Chairman: <ul style="list-style-type: none"> Tim Noe, Facility Representative Team Leader Oral Board Members: <ul style="list-style-type: none"> Member 1 Member 2 Member 3 	
Check The Board Member owning this document Provide initials by the box that is checked. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Wednesday, February 15, 2006	

Page 1 of 6

Attachment G (Continued)

Oral Boards Template

1 ORAL BOARD/ORAL WALKDOWN GUIDANCE

- 1.1 The contents of this document shall be developed using the subject matter contained in any of the training documentation developed for this qualification or any referenced documents identified in said documentation.
- 1.2 The Facility Representative Team Leader, in conjunction with the Technical Support and Assessment Division Director, shall determine the make-up of the Oral Board/Walkthrough Members. They shall also determine the method for evaluation, given the workloads and schedule constraints of the board members to assemble as a team or perform the oral evaluation separately.
- 1.3 When developed, this document shall be reviewed, commented on, concurred with and approved by those individuals/positions identified on the cover.
- 1.4 Upon approval of this document, the Facility Representative Team Leader shall ensure this document is distributed to all board members and that a team board or individual walkthroughs are scheduled with the training candidate.
- 1.5 The Facility Representative Team Leader shall act as the Board Chairman. If for any reason the Facility Representative Team Leader can not act as the Board Chairman, then one should be appointed by the Facility Representative Team Leader. It is desirable to give as much notice as possible so that the new Board Chairman can properly prepare.
- 1.6 The Facility Representative Team Leader should discuss the topics in section 2 with the board members prior to the Oral Board/Walkthrough. The board members should then review the list of discussion topics then prepare questions they would like to ask using the reference materials that were used to qualify the Facility Representative Candidate.
- 1.7 The Facility Representative Candidate will be asked to perform a walkthrough of their area of responsibility as part of this Oral Board. The Facility Representative Candidate will be given a choice to perform walkthrough before or after the Oral Board. This is meant to be a free flow of information to explain, clarify, or ascertain what the Facility Representative Candidate knows about their area of responsibility.
- 1.8 If any of the topics for discussion in section 2 are not sufficient for the board members to ascertain qualification they are free to add additional discussion topics by adding them to section 3 and bringing them up at the Oral Board/Walkthrough. Once a board member opens a topic for discussion other board members can also ask an associated question.
- 1.9 The Board Chairman shall ensure comments are properly addressed and scores are properly recorded. The Board Chairman shall maintain the primary copy of the Oral Board Evaluation and assemble all completed evaluations to determine the candidate's final score and approve the final outcome.
- 1.10 If the final outcome of the evaluation is **unsatisfactory** and the candidate did not pass, the Board Chairman should explain where the candidate fell short and what the candidate must do to remediate and how much time he/she have to complete remediation before another oral board can be scheduled. *If the Board Chairman is not the Facility Representative Team Leader then the final results must be packaged and marked as confidential then forwarded to the Facility Representative Team Leader.*
- 1.11 If the final outcome of the evaluation is **satisfactory**, **but there are some deficiencies** that need to be addressed, the Board Chairman shall inform the candidate where he/she fell short and what he/she should do to correct the deficiency.
- 1.12 If the final outcome is **satisfactory** the Board Chairman shall tell the candidate and assemble the completed Oral Board documentation for records disposition.
- 1.13 Upon satisfactory completion of the oral board, the Facility Representative Team Leader shall inform those parties that need to know the outcome that the candidate has passed the oral board.

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Attachment G (Continued)

Oral Boards Template

3 LINES OF INQUIRY AND INQUIRY DETERMINATION:

3.1	Discuss the implementation of the Integrated Safety Management System. Comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
3.2	Discuss how BJC and its subcontractors implement Occurrence Reporting Program into a functioning Issues Management System and the Facility Representative's required interaction in this process. Comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
3.3	Discuss how BJC and its subcontractors implement and adhere to Transportation and Packaging requirements. Comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)

Attachment G (Continued)

Oral Boards Template

4 WRITE-IN LINES OF INQUIRY AND INQUIRY DETERMINATION:

4.1 Comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.2 Comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.3 Comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)

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Attachment G (Continued)

Oral Boards Template

5 OVERALL SCORE AND COMMENTS

This section is to be completed by the Oral Board Chairman only. If this is an Oral Board Member's Copy, draw a line through this section and write Not Applicable on that line. Based on the accumulated comments from this document and the other board members documents, determine the final score below and communicate that score to the candidate.

Final Score

- ☐ Satisfactory
- ☐ Satisfactory with room for improvement (see comments)
- ☐ Unsatisfactory (needs remediation)

Remediation Instructions:

Approved By Oral Board Chairman
Tim Noe

Signature

Date